

## Organizing Kit Working Group Minutes

Monday, August 25th, 2014

### Meeting Date and Times

city	Hanover Germany	Cuba	Romania	Wales/ UK Ireland	Mexico 6pm	Guatemala	LA	NY	Sydney
Time	1am	7pm	2am	12am	12am	5pm	4pm	7pm	9am

PLEASE RECORD HERE IF YOU ARE ABLE TO ATTEND, **MONDAY, AUGUST 25, 2014**

Present: Jane, Valentine, Anand, Katherine, Borsos, Saskia, Bronwen, Joe

Apologies: Mary, Margot, Elke

- Check in & Introductions
- Check - Chair, minutes and timer
- Check - skype and googledoc technology

1 Present: Jo DiGarbo, Bronwen, Jane, Anand, Malcolm, Katherine, Baby  
Apologies: Valentine, Saskia, Chris, Odilia, Margot, Elke

2 Gathering: What do participants want out of this first call?

Jo: Looking forward to work tonight - further clarification re roles

Katherine: Clarification re demarcation between education and this group

Anand: Clarification of aims

Romania: help to organise association

Bronwen: humbled and eager to be new President - help with clarification

Jane: mutual support and learning

Martin: what are we going to end up being - includes use of language.

Malcolm:clarification. AVP processes being reflected.

3 Joe DiGarbo and possibly Bronwen Hillman explain evolution of Organizational Affairs Committee and possible folding in of OM&S working group

- policies and procedures
- membership agreement
- International Organizing Kit
- Legal issues (particularly charitable status)

Bronwen, our new AVP-I President explained that she is looking to this committee to inform the working of the Organisational Affairs Committee, which is a standing committee of AVP-I. She said that she feels a lot of excitement about building a more formal organisation that can be of use to the regional / local groups. Org affairs committee part of committee structure (image of palm of hand). Responsible for putting together international organising kit - doesn't exist presently - basically how to run an organisation.

Joe: referred to US handbook - available on US website - revised 2010. Members of group encouraged to look at this. Available free.

Jane referred to UK regional handbook - to share with everyone.

Katherine: new brochure in Sydney

People should let Bronwen know what areas of this group's remit they are interested in.

Anand questioned to what extent the US kit is relevant to everyone. This is for us to decide.

Joe: we are aiming at this point to share as much information as possible re how we organise ourselves.

#### 4 Participants share organizational model of AVP in their country

Joe asked if people could share their experience in a couple of paragraphs and share this - including what difficulties we have with our particular model.

Malcolm - Canada: national constitution - didn't go well because of regional divisions. 3 functions remained: one charitable number; national meetings; changes to manual national. Regional representation. Working groups if things come up. Some coordinating roles - e.g. prison coordinator. Concept of 'Servant leader'.

Katherine - Australia: AVP organised by State. When formed therefore went with a regional model. Web-site, annual gathering, network. Autonomous group is local group.

Martin - New South Wales.: incorporation is State by State. Shared leadership. Different groups for different areas of work. Insurance can only be with an incorporated group.

Jane: model in UK - charity with Board of Trustees and 6 Regions. Issue of safeguarding has been a challenge. Also role between the centre and the regions. Problem of sustainability.

Anand: experience with African countries. Perhaps a good idea for us to share fuller information between meetings. (Left call)

Baby: a registered Association founded 2012. President, vice-president and sec. Board with formal meetings. Annual meetings. Constitution and committees - e.g. education and finance. Hope that the group will enable us to share with one another.

Saskia: Las Americas. Friends Peace Teams have supported the development of AVP.

Colombia - legal body but folded because didn't meet legal requirements + costly. Different in every country. Guatemala has expressed a desire for an NGO - but lack people to do the roles - e.g. governance. Tendency to concentrate on workshops -but need to realise that to be sustainable we need to think of how we organise ourselves. Saskia would like AVP to come under AFSC. Need someone to champion AVP in Guatemala.

New Zealand: developed in the 1990s. Established in all the main centres - as a legal body - also a national body with representation from all the regions with its own constitution. AVP has faded somewhat compared to what it was. Less experienced facilitators have taken AVP into unacceptable directions - e.g. hierarchical, caused conflict. Vote of no confidence in national

committee. Some AVP happening, but sporadic.

Joe: Palestine and Israel. Organisations identified in terms of trainers who build skills. Then offer workshops to other organisations, who aim to become autonomous, with support. Then move onto another area. Plan to return in April 2015. A lot of internal work needed. AFC has helped to get things started in Gaza and the West Bank.

Joe: US model - federal system, each with different organisation. State coordinators who pass on information to national coordinator. Annual gathering. Governing body. Relatively decentralised. Series of committees with Clerks. Servant model - i.e. centre serves the needs of local groups and supports them. US reference manuals used by rest of the world - e.g. organising kit.

Bronwen: Mexico. Small organisation (3 people). Change in tax laws has caused problems.

Mary: Cayman Islands. Presently training is coordinated by the Dept. of Counselling Services, which is a government body. Training is focused on 5 other government agencies; Her Majesty's Prison, The Dept. of Children & Family Services, The Dept. of Education, Probation. It is anticipated that partnering volunteer organizations will become involved, such as the Rotary, The Lion's Club, etc.

Joe reminded us to send a summary of our organisational models to Jane for sharing.

It would be good to have a template as a basis for what we share. Everyone to think about what this template would look like (e.g. in terms of headings)

5 Who can IT outcomes of the meetings on the AVPI website?

## 6 Best Practices in OM&S work and working with Best Practices in AVPI Education Committee

Best practice group in Education Group has looked at facilitation and organisation aspects. Need to look at demarcation between best practice education and organisation groups. Education group has looked at criteria for selecting facilitators. Implementation would be organisational. We need to work out the boundaries between the two. We may need to have joint groups sometimes as there is an overlap.

## 7 Closing comments

Saskia had to leave - need to make next month's meeting sooner.

Joe asked people to indicate if they are interested in the international organising kit development.

The meeting has gone well - interesting ideas.

Organising kit should help us to identify quickly when we are going wrong.

Organisation depends on having the people on the ground who can do the work. We need to leave room for individuals to develop things rather than being too formal.

In AVP there are principles rather than rules - basis of best practice.

Learning from Ireland: need for a kit which will help groups to be sustainable.

Joe: interested in developing the kit - and thanks to the group.

8 set next skype call

We decided to have the next call at 9a.m. US Eastern Time. We agreed on Monday 29th September.